

Instructions for Submitting Applications

In an effort to expedite the review time of prequalification applications, all applications must now conform to the following requirements:

1. Firms shall utilize the Area Class Grid Sheet to identify key personnel to be evaluated for each Area Class. The **Area Class Grid Sheet** is not intended to replace the Area Class Check Sheet included in the application. Although the area class check sheet is part of the application, it is important to enter the name of the firm on the line provided.
2. Resumes for the individuals shown on the Area Class Grid Sheet must be assembled in alphabetical order.
3. The Area Class Grid Sheet may be modified to add the names of additional personnel, if necessary. However, the column headings must appear on each printed page.
4. Do not put in **spiral** or **glued** binder format.
5. A cover letter must accompany every type of submittal.
6. All applications must have a current address for correspondents.

Before assembling packages, please keep in mind that applications can only be submitted in ring binders or binder clips. No, package will be accepted that has been bounded with spirals or glued binding.

1. Application
2. Area Class Grid Sheet
3. Resumes *(in Alphabetical Order)*
4. Licenses and Certifications *(Business Professional for Georgia business)*
5. Company Profile

(Concise summary, no more than two paragraphs. There is no need for photographs or business brochures)

(If your firm does not have a physical location in Georgia (GA), you must submit an authorization to do work to the Georgia Secretary of State).

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL CONSULTANT QUALIFICATION APPLICATION

1. FIRM'S NAME: _____ 2. DATE: _____

2. HEADQUARTERS ADDRESS: _____
Address Address2 City State Zip

3. LOCAL OFFICE ADDRESS: _____
OFFICE TO PERFORM THE WORK Address Address2 City State Zip

PHONE NUMBER: _____ FAX NUMBER: _____ E-MAIL ADDRESS: _____

CONTACT NAME: _____ CONTACT TITLE: _____
Mr./Ms. First/Middle Last Suffix (Jr., PE., etc)

4. NUMBER OF YEARS IN FIELD: _____ YEARS UNDER PRESENT NAME: _____

YEARS ESTABLISHED: _____ STATE WHERE ESTABLISHED: _____

FORMER FIRM'S NAME: _____

5. TYPE OF FIRM: ☐ CORPORATION ☐ PARTNERSHIP ☐ INDIVIDUAL ☐ OTHER
IF CORPORATION COMPLETE:

DATE & STATE INCORPORATED: _____ DATE AUTHORIZED IN GEORGIA: _____

PRESIDENT'S NAME: _____ VICE PRESIDENT'S NAME: _____

SECRETARY'S NAME: _____ TREASURER'S NAME: _____

6. LOCATION OF APPLICANT'S ACCOUNTING RECORDS: _____

INDIVIDUAL TO CONTACT FOR AUDIT PURPOSES: NAME: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

7. NAME AND ADDRESS OF LAST GOVERNMENTAL AGENCY PERFORMING CONTRACT AUDIT(S) OF APPLICANTS RECORDS:

(NOTE: Information on this page will be forwarded to The Office of Audits)

8. SERVICE PROVIDED BY YOUR FIRM IN GEORGIA.

9. PAST EXPERIENCE: LIST FIVE MAJOR WORKS THAT RELATES TO AREA CLASSES YOU ARE APPLYING FOR THAT HAS BEEN COMPLETED BY YOUR FIRM.

TYPE – LOCATION OF WORK	NAME - ADDRESS OF OWNER	EMPLOYEES - USED PREMANENT ONLY	DATE BEGAN	DATE ENDED	PROJECT COST	DAYS ALLOWED	DAYS USED

10. PRESENT PROJECTS: LIST FIVE PROJECTS THAT YOUR FIRM CURRENTLY IS WORKING ON INCLUDING PROJECTS WHERE YOU ARE ASSOCIATED WITH OTHER FIRMS:

TYPE - LOCATION	NAME - ADDRESS OWNER	SCOPE OF WORK	CONSTRUCTION COST	% COMPLETED

NOTE: Topography & Subsurface Utility Engineering must complete the equipment list on page 15. Firm's requesting qualification in area class Soils, Foundation & Materials Testing must complete the equipment list on page 16.

11. PERSONNEL SUMMARY: COMPLETE THE FOLLOWING FOR EACH PRINCIPAL AND ALL KEY PERSONNEL OF THE FIRM. RESUMES FOR EACH PRINCIPAL AND ALL KEY PERSONNEL WILL BE NECESSARY FOR THE PROPER EVALUATION OF THE FIRM'S EXPERTISE:

NAME	TEMP. /PERM. IN GA OFFICE	CURRENT REGISTRATION (#, STATE, TYPE)	POSITION	MAJOR CATEGORY/ EXPERIENCE	YEARS EXPERIENCE	EDUCATION (COLLEGE DEG, YEAR, SPECIALIZATION, & PROFESSIONAL MEMBERSHIPS)	DATE EMPLOYED
PRINCIPALS:							
KEY PERSONNEL:							

12. NUMBER OF PERSONNEL **AVAILABLE** FOR WORK IN GEORGIA:

ENGINEERS:	GA OFFICE	BRANCH	BRANCH	TOTAL
CIVIL:				
TRAFFIC				
HIGHWAY				
BRIDGE				
DRAINAGE				
ELECTRICAL				
MECHANICAL				
PLANNERS:				
URBAN TRANSPORTATION				
REGIONAL				
MULTI-MODAL				
MASS TRANSIT				
RAIL				
AIRPORT				
PORTS & WATERWAYS				
ARCHITECTS:				
LANDSCAPE ARCHITECTS				
DRAFTSMAN				
SPECIFICATIONS WRITERS				
ESTIMATORS				
LAND SURVEYORS (REGISTERED IN GEORGIA)				
SURVEY PARTY CHIEF				
INSTRUMENT MAN				
RODMAN				
AERIAL PHOTOGRAPHY PILOT				
AERIAL PHOTOGRAPHER				
PHOTOGRAMMETRIST				
ECOLOGISTS & ENVIRONMENTALISTS				
BIOLOGISTS				
ZOOLOGISTS				
BOTANISTS				
WILDLIFE ECOLOGISTS				
GEOLOGISTS				
GROUND WATER				
SURFACE WATER				
ENVIRONMENTAL				
FORESTERS				
GEOGRAPHERS				
SOCIOLOGISTS				
ECONOMISTS				
ACOUSTICAL ENGINEERS				
STATISTICIANS				
DEMOGRAPHIC SPECIALISTS				
OTHER CATEGORIES NOT LISTED:				
*TOTAL PROFESSIONAL PERSONNEL				
*TOTAL SUPPORT PERSONNEL				

**ACTUAL NUMBERS OF PROFESSIONAL EMPLOYEES NOT NECESSARILY THE SUM OF EMPLOYEES SHOWN FOR EACH CATEGORY.*

13. STATEMENT OF CONSULTANT:

WE HEREBY CERTIFY THAT WE ARE DULY AUTHORIZED REPRESENTATIVES OF THE CONSULTING FIRM OF _____
WHOSE ADDRESS IS _____
AND THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE, AND HEREBY AUTHORIZE AND REQUEST ANY
PERSON, FIRM OR CORPORATION TO FURNISH ANY PERTINENT INFORMATION REQUESTED BY THE DEPARTMENT OF TRANSPORTATION DEEMED NECESSARY TO VERIFY
THE STATEMENTS MADE IN THIS APPLICATION OR REGARDING THE STANDING AND REPUTATION OF THE APPLICATION.

DATED AT _____ THIS _____ DAY OF _____ BY _____
NAME OF ORGANIZATION

ORIGINAL SIGNATURE OF AN OFFICER IS REQUIRED

TITLE

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TITLE

TO BE COMPLETED BY TOPOGRAPHIC, SURVEYING, & SUBSURFACE UTILITY ENGINEERING CONSULTANTS ONLY
(INDICATE IN-STATE EQUIPMENT)

14. EQUIPMENT

TYPE	NAME	MODEL	QUANTITY
GPS EQUIPMENT			
TOTAL STATIONS			
LEVELS			
DISTANCE MEASURING			
FATHOMETERS			
AERIAL CAMERAS/SENSORS			
AERIAL FILM PROCESSORS			
STEREOPLOTTERS			
LAB PRINTERS			
LAB ENLARGERS			
DESIGNATING/LOCATING (S.U.E.)			
OTHER SCIENTIFIC INSTRUMENTS			
SUPPORT EQUIPMENT:			
SURVEY VEHICLES			
BOATS/SKIFFS			
AIRPLANES			
SURVEY TOWERS, DRILL RIGS, ETC.			
OTHER SUPPORT EQUIPMENT			

TO BE COMPLETED BY SOILS AND FOUNDATION CONSULTANTS ONLY

15. EQUIPMENT FOR THE FOLLOWING WORK

TYPE	NAME	MODEL	QUANTITY
GEOPHYSICAL SURVEYS			
DRILLING AND SAMPLING			
MECHANICAL ANALYSES			
PLASTICITY INDICES			
SOIL CHEMISTRY			
IN-SITU SHEAR TESTS			
SOIL DENSITY			
PILE LOAD TESTS			
LABORATORY SHEAR TESTS (INC. TRIAXIAL)			
SOIL CONSOLIDATION			
SOIL PERMEABILITY			
OTHER			
SUPPORT EQUIPMENT:			
SURVEY WAGONS			
BOATS/SKIFFS			
AIRPLANES			
SURVEY TOWERS, DRILL RIGS, ETC.			
OTHER SUPPORT EQUIPMENT			

AREA-CLASS CHECK SHEET
RETURN THIS CHECK SHEET WITH PROPER CHECK MARKS

FIRM'S NAME: _____

1. TRANSPORTATION PLANNING:

- ☐ 1.01 Statewide Systems Planning
- ☐ 1.02 Urban Area & Regional Transportation Planning
- ☐ 1.03 Aviation Systems Planning
- ☐ 1.04 Mass & Rapid Transportation Planning
- ☐ 1.05 Alternate System & Corridor Location Planning
- ☐ 1.06(a) NEPA Documentation
- ☐ 1.06(b) History
- ☐ 1.06(c) Air Studies
- ☐ 1.06(d) Noise Studies
- ☐ 1.06(e) Ecology
- ☐ 1.06(f) Archaeology
- ☐ 1.06(g) Freshwater Aquatic Survey
- ☐ 1.07 Attitude, Opinion & Community Value Studies
- ☐ 1.08 Airport Master Planning
- ☐ 1.09 Location Studies
- ☐ 1.10 Traffic Studies
- ☐ 1.11 Traffic and Toll Revenue Studies
- ☐ 1.12 Major Investment Studies
- ☐ 1.13 Non-Motorized Transportation Planning

2. MASS TRANSIT OPERATIONS:

- ☐ 2.01 Mass Transit Program (Systems) Management
- ☐ 2.02 Mass Transit Feasibility & Technical Studies
- ☐ 2.03 Mass Transit Vehicle & Propulsion System
- ☐ 2.04 Mass Transit Controls, Communications and Information Systems
- ☐ 2.05 Mass Transit Architectural Engineering
- ☐ 2.06 Mass Transit Unique Structures
- ☐ 2.07 Mass Transit Electrical & Mechanical Systems
- ☐ 2.08 Mass Transit Operations Management & Support Services
- ☐ 2.09 Aviation
- ☐ 2.10 Mass Transit Program (Systems) Marketing

3. HIGHWAY DESIGN ROADWAY:

- ☐ 3.01 Two-lane or Multi-lane Rural Roadway Design
- ☐ 3.02 Two-lane or Multi-lane Urban Roadway Design
- ☐ 3.03 Multi-lane Urban Roadway Widening or Reconstruction Design in heavily developed commercial, industrial or residential areas
- ☐ 3.04 Multi-lane Rural Interstate Highway Design
- ☐ 3.05 Multi-lane Urban Interstate Highway Design
- ☐ 3.06 Traffic Operations Studies
- ☐ 3.07 Traffic Operations Design
- ☐ 3.08 Landscape Architecture
- ☐ 3.09 Traffic Control Systems Analysis, Design & Implementation
- ☐ 3.10 Utility Coordination
- ☐ 3.11 Architecture
- ☐ 3.12 Hydraulic & Hydrological Studies (Roadway)
- ☐ 3.13 Bicycle and Pedestrian Facility Design
- ☐ 3.14 Historic Rehabilitation

- ☐ 3.15 Highway Lighting
- ☐ 3.16 Value Engineering
- ☐ 3.17 Design of Toll Facilities Infrastructure

4. HIGHWAY STRUCTURES:

- ☐ 4.01 Minor Bridges Design
- ☐ 4.02 Major Bridges Design
- ☐ 4.04 Hydraulic & Hydrological Studies (Bridges)
- ☐ 4.05 Bridge Inspection

5. TOPOGRAPHY:

- ☐ 5.01 Land Surveying
- ☐ 5.02 Engineering Surveying
- ☐ 5.03 Geodetic Surveying
- ☐ 5.04 Aerial Photography
- ☐ 5.05 Aerial Photogrammetry
- ☐ 5.06 Topographic Remote Sensing
- ☐ 5.07 Cartography
- ☐ 5.08 Subsurface Utility Engineering

6. SOILS, FOUNDATION & MATERIALS TESTING:

- ☐ 6.01(a) Soil Survey Studies
- ☐ 6.01(b) Geological & Geophysical Studies
- ☐ 6.02 Bridge Foundation Studies
- ☐ 6.03 Hydraulic & Hydrological Studies (Soils & Foundation)
- ☐ 6.04(a) Laboratory Materials Testing
- ☐ 6.04(b) Field Testing of Roadway Construction Materials
- ☐ 6.05 Hazard Waste Site Assessment Studies

8. CONSTRUCTION:

- ☐ 8.01 Construction Supervision

9. EROSION AND SEDIMENTATION CONTROL

- ☐ 9.01 Erosion, Sedimentation, and Pollution Control and Plan Preparation
- ☐ 9.02 Rainfall and Runoff Reporting
- ☐ 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installation

